

UNITED STATES DEPARTMENT OF AGRICULTURE

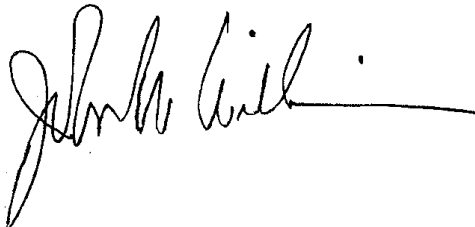
Farm Service Agency
Washington, DC 20250

Notice PM-2099

For: FSA Employees

Agency Length of Service (LOS) Keepsakes

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

In the past, FSA's annual LOS program consisted of presenting employees with a service certificate and pin. The presentation was done on an annual basis, based on a LOS cycle. Currently, the LOS cycle for:

- Federal employees is May 16 through May 15 of each year

Example: May 16, 1997, through May 15, 1998.

- County Office employees is March 1 through February 28 of each year.

Example: March 1, 1999, through February 28, 2000.

Employees who become eligible for an LOS award during the normal LOS cycle will be awarded a certificate and pin shortly after that interval has ended.

The process for non-Federal County Office employees' LOS awards was different, based on procedures in each State.

B

Purpose

This notice:

- announces the addition of keepsakes to FSA's LOS program
- identifies the types of keepsakes that will be given for each period of service
- identifies LOS eligibility for various LOS keepsakes
- explains ordering procedures for State Offices.

Disposal Date

May 1, 2000

Distribution

All FSA employees; State Offices relay to County Offices

Notice PM-2099

2 Agency Length of Service Keepsakes

A

New LOS Keepsakes

Starting this year, there will be a modification to the FSA LOS program. The distribution and presentation of all LOS awards will remain on an annual basis. However, the disbursement of the new Agency-wide keepsakes will be added to the program. The designated keepsakes are shown in the following table.

Number of Years	LOS Keepsake
10	Crystal Fluted Edge Paperweight
15 (Non-Federal County Office Employees Only)	Piazza Crystal Box
20	Crystal Gibraltar Plate
25	Round Crystal Tray
30	Square Mirrored Coasters
35	Square Mirrored Clock
40	Crystal Picture Frame
45	Exclaim Award

The addition of these keepsakes is an entirely new entity to the FSA LOS program. Both non-Federal and Federal employees will receive the same keepsake, with the exception of the 15-year keepsake given to non-Federal employees only. There will be no personalization on the keepsakes.

B

Eligibility

Only employees eligible for a LOS award in the cycle beginning March 1, 1999, (for non-Federal employees) or May 15, 1997, (for Federal employees) will receive a keepsake.

Since keepsakes are a new entity to the LOS program, employees who were eligible for a LOS award during any previous cycle will **not** receive a keepsake. Budgetary constraints prohibit the ordering of any keepsakes for employees who qualified for an award in any previous cycle.

C

Ordering Information for Federal Employees

Presently, LOS program materials for employees are distributed from either HRD (for National Office employees) or Kansas City, Personnel Division (for GS Field employees). HRD will order keepsakes for employees shortly after the cycle ends in May of each year.

Continued on the next page

Notice PM-2099

2 Agency Length of Service Keepsakes (Continued)

D

State Office Ordering Procedures (non-Federal County Employees)

The necessary keepsakes will be shipped to KCMO, ASD, Warehouse for distribution to the States for the completion of the LOS cycle for non-Federal employees.

Only the Administrative Officer (AO) or their designee have the authority to submit an order for keepsakes. AO's shall complete FSA-159, which is then submitted as follows:

KCMO Warehouse
9240 Troost
Kansas City, Missouri 64131

816-363-1103 Telephone
816-363-1762 FAX.

Note: Only the amounts listed on PE-129R (Report on LOS Awards) as of March 1999, for the entire LOS cycle, March through February of any given year, may be ordered by AO's at one time.

State Offices shall not submit orders for the 1999 cycle until March 1, 1999. Orders for future cycles shall be submitted to KCMO Warehouse after March 1 of the cycle year.

Direct all telephone inquiries on ordering LOS keepsakes to Angela Gathers, Performance Management, Benefits and Awards Branch on 202-418-8979.

E

Contacts

Direct inquiries about the LOS program according to the following table.

IF employee is...	THEN contact...
FSA County Office employee (Non-Federal)	State Office; Administrative Section
FSA State or County Office employee	Mary Harvey or Sue Collins KCMO, PD 816-926-6643
FSA National Office employee	Angela Gathers HRD, PMBAB 202-418-8979
